

FUTURE CHANGES TO CLEANING

FAQ: School Principals and Business Managers

Why have you decided to directly employ school cleaners for ACT Public School?

- The Directorate is planning to directly employ school cleaning staff commencing from term 1 2020.

What about our current contracts?

- The Directorate is in contract negotiations with Menzies, ACT Commercial Cleaning and Dimeo for a contract extension from 1 July 2019 to 31 January 2020.
 - The contract with Vivid will expire on 30 June 2019 and will not be extended.
 - Schools currently receiving services through Vivid will receive cleaning services through one of the other contractors from 1 July 2019. Menzies, ACT Commercial Cleaning and Dimeo will be invited to submit a proposal for additional school sites.
- 

From: [Martinez, Catherine](#) on behalf of [EDU, EGMBSG](#)
To: [EDU EGC Secretariat](#)
Cc: [Bailey, Anthony](#); [EDU, EGMBSG](#)
Subject: FW: EGC Briefing - School Cleaning Service - December Update
Date: Friday, 13 December 2019 9:21:51 AM
Attachments: [EGC Briefing - School Cleaning Service - December Update.docx](#)

UNCLASSIFIED For-Official-Use-Only

Good morning Karen

Please find attached EGC brief cleared by EGM BS David Matthews for distribution to EGC members.

Regards

Catherine

From: Matthews, David
Sent: Thursday, 12 December 2019 6:49 PM
To: Bailey, Anthony ; EDU, EDBSD
Cc: Martinez, Catherine
Subject: RE: EGC Briefing - School Cleaning Service - December Update

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Approved, with thanks.

From: Bailey, Anthony <Anthony.Bailey@act.gov.au>
Sent: Thursday, 12 December 2019 2:38 PM
To: EDU, EDBSD <EDBSD.EDU@act.gov.au>; Matthews, David <David.Matthews@act.gov.au>
Cc: Martinez, Catherine <Catherine.Martinez@act.gov.au>
Subject: EGC Briefing - School Cleaning Service - December Update

UNCLASSIFIED For-Official-Use-Only

Good afternoon David,

Please find attached a Brief for presentation to EGC Governance. This will form the basis for the next update to the Minister.

Regards

Anthony

Education Directorate

UNCLASSIFIED

To:	EGC - Governance	Tracking No.: Click here to enter text.
Date:	12 December 2019	
From:	Executive Group Manager, Business Services	
Subject:	School Cleaning Service – Project Update	
Critical/Preferred Date:	16 December 2019	
Critical/Preferred Reason:	Routine	

Recommendations

That you:

1. Note the information contained in this brief;

Noted / Please Discuss

Feedback/Minutes/Actions (Secretariat to complete)

Background

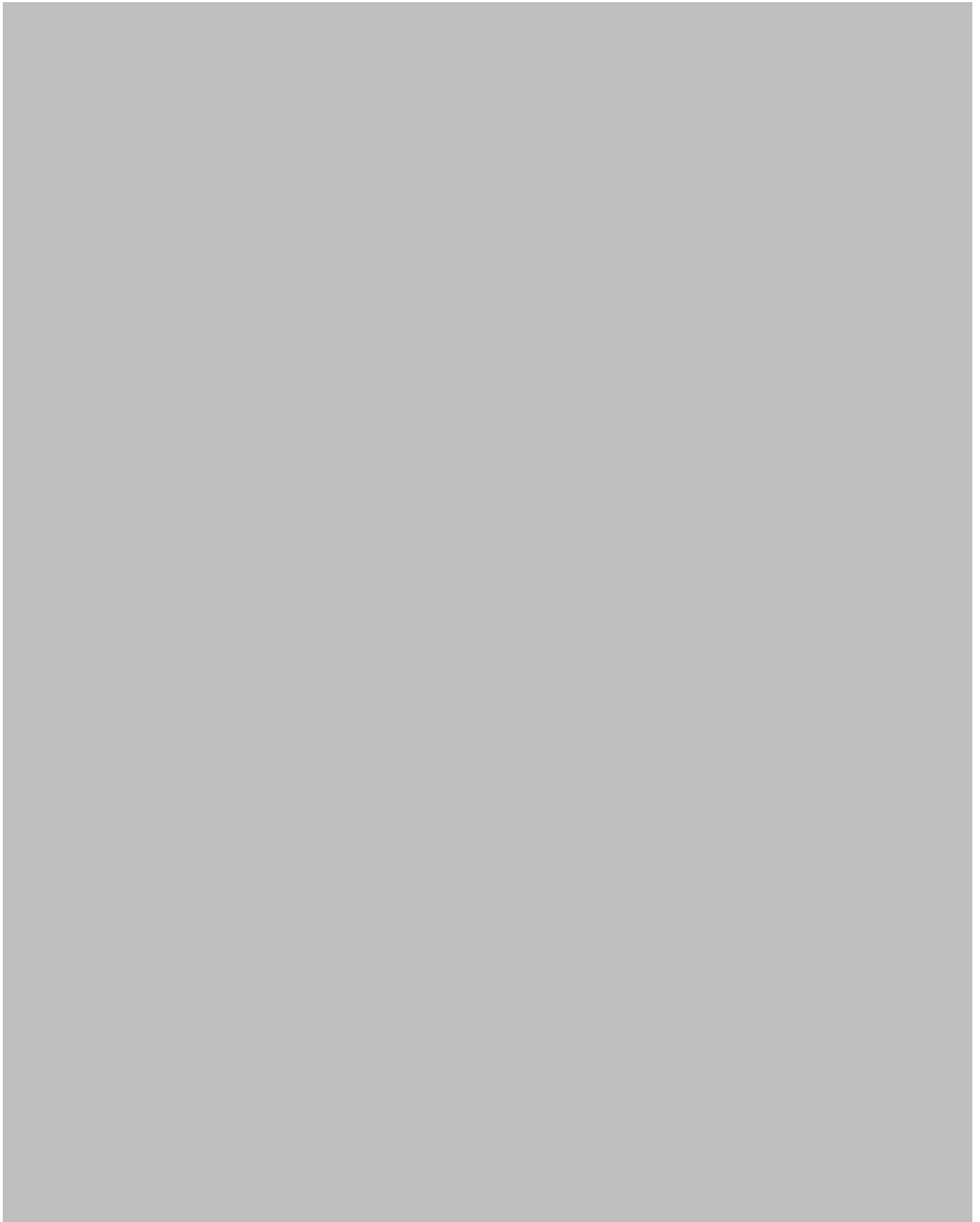
1. The agreement to insource the cleaning of ACT public schools (MIN19/278) was made on 14 March 2019.
2. The Education Directorate (the Directorate) advised schools of the transition to insourced cleaning services on 25 March 2019. The agreement to insource applies to all government funded schools in the ACT.
3. School cleaning services will be provided under current contractual arrangements until 31 January; after which they will be delivered through a workforce employed by the

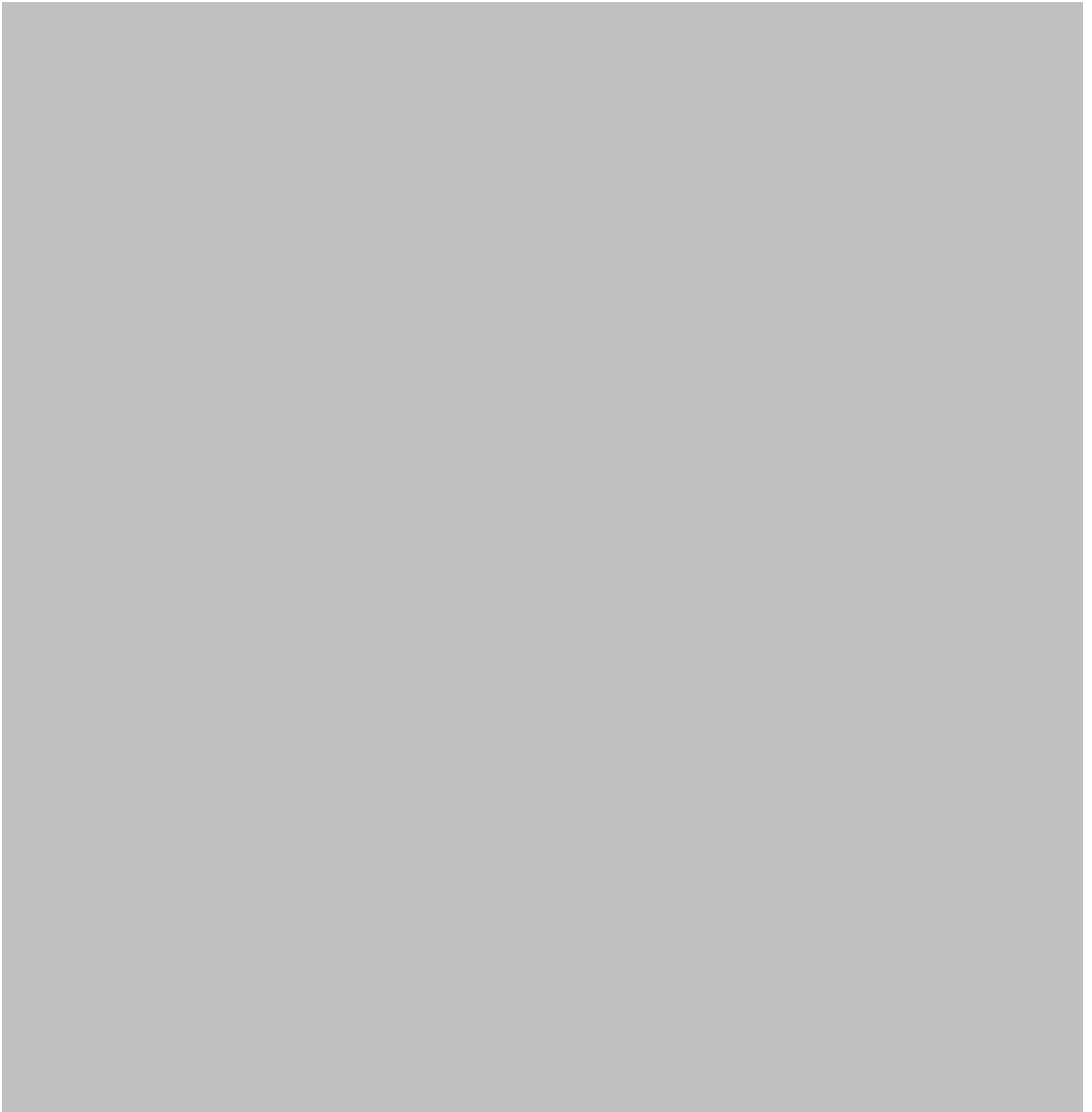
UNCLASSIFIED

Tracking No.: Click here to enter text.

ACT Government and managed by the Education Directorate.

4. The cleaning of public schools must be provided in accordance with arrangements made by the Directorate and commences 1 February 2020.



**Benefits/Sensitivities**

65. The Government's commitment to establishing an insourced cleaning service for approximately 300 individuals who have been classed as disadvantaged offers the Canberra community significant benefits.





Sponsor Name:	David Matthews - Executive Group Manager, Business Services	Phone:	x70384
Action Officer:	Anthony Bailey - Senior Director, School Cleaning Service Taskforce	Phone:	x59543

From: [Jones, Lametred](#) on behalf of [EDU, EGMB SG](#)
To: [EDU EGC Secretariat](#)
Cc: [Anderson, Carlie](#); [EDU, EGMB SG](#)
Subject: FW: School Cleaning WHS Update
Date: Monday, 14 September 2020 3:45:12 PM
Attachments: [E - EGC Brief Template - School Cleaning WHS Update.docx](#)

OFFICIAL

Hello Team,
Please note attached.
LJ



Education Directorate

UNCLASSIFIED

To: EGC WHS Sub Committee

Tracking No.: Click here to enter text.

Date: 10 September 2020

From: Executive Group Manager, Business Services

Subject: School Cleaning Services

Critical/Preferred Date: 14 September 2020

Critical/Preferred Reason: Routine

Recommendations

That you:

1. Note the information contained in this brief;

Noted / Please Discuss

...../...../.....

Meg Brighton
Director-General

Feedback/Minutes/Actions

Background

1. The agreement to insource the cleaning of ACT public schools (MIN19/278) was made on 14 March 2019.
2. The transition to insourced cleaning services commenced on 1 February 2020. At this time 268 staff commenced cleaning operations across 132 sites.

UNCLASSIFIED

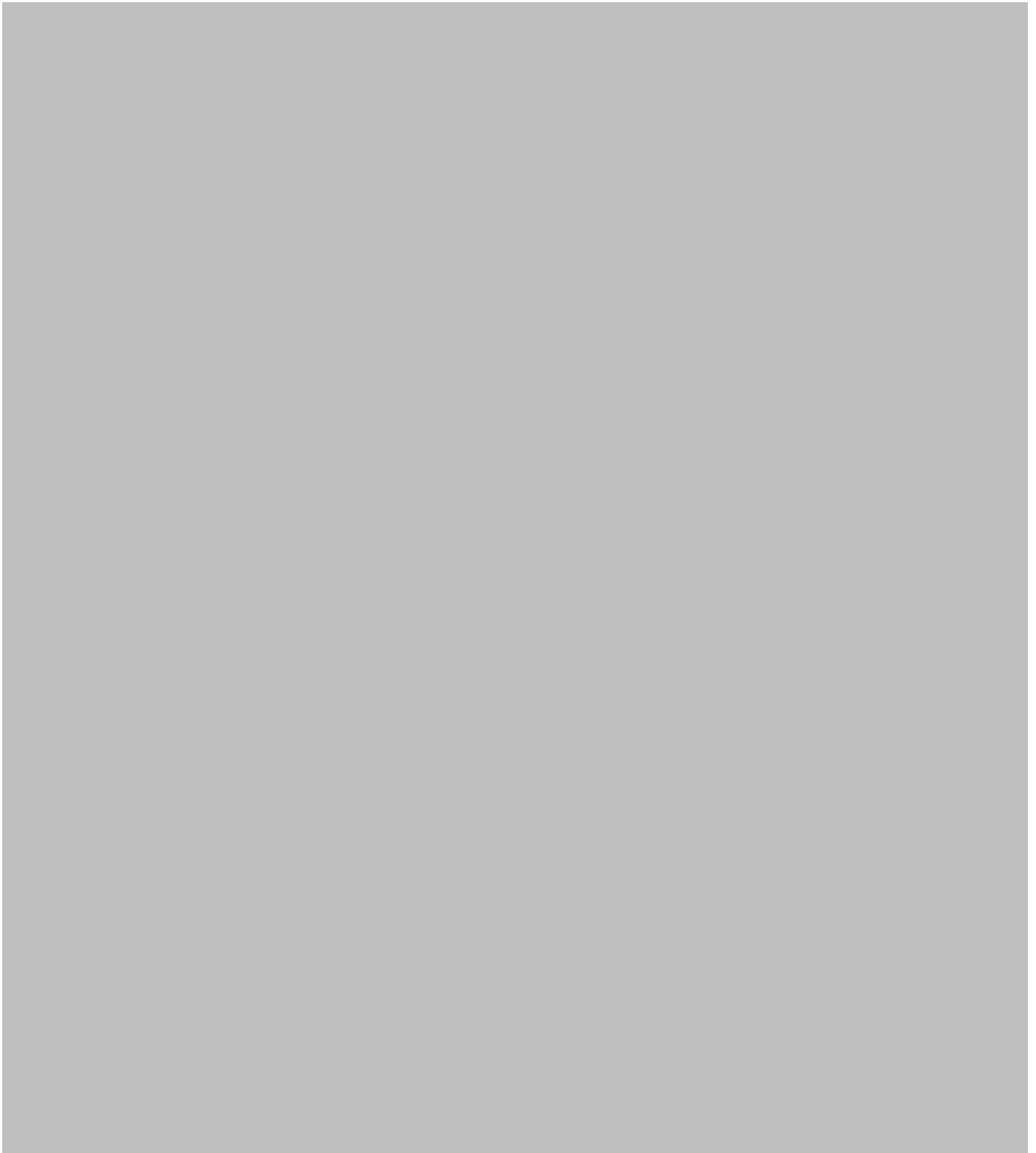
Tracking No.: Click here to enter text.

UNCLASSIFIED

- 
5. In response to the COVID-19 outbreak the School Cleaning Service, via the Jobs for Canberrans scheme, has employed additional staff to provide high frequency touch point cleaning during school hours. This has increased the cleaning workforce to approximately 280 Full Time Equivalent staff (514 individuals)

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Tracking No.: [Click here to enter text.](#)

**Benefits/Sensitivities**

62. The Government's commitment to establishing an insourced cleaning service for approximately 500 individuals who have been classed as disadvantaged offers the Canberra community significant benefits.





Sponsor Name:	Margaret McKinnon A/G Executive Group Manager, Business Servcies	Phone:	x
Action Officer:	Anthony Bailey Senior Director, School Cleaning Services Taskforce	Phone:	x59543

Education Directorate

UNCLASSIFIED

To:	Executive Group Manager, Business Services	Tracking No. SUB23/41526
Date:	15/05/2023	
CC:	Senior Director, School Cleaning Service	
From:	Senior Director, Civic Precinct Insourcing Project	
Subject:	Procurement of machinery, equipment and consumables to support cleaning operations at the Civic Precinct Office buildings	
Critical Date:	Click or tap to enter a date.	
Critical Reason:	Click here to enter text.	

Recommendations

That you:

1. Note the information contained in this brief.

Noted / Please Discuss

...../...../.....

Executive Feedback

UNCLASSIFIED

Background

1. In late December 2022, the ACT Government in line with its commitments under the Parliamentary and Governing Agreement (PAGA), agreed that the Civic Office Precinct cleaning services will be delivered by ACT public servants.
 2. It was agreed that the Territory would leverage off the Education Directorate's existing capability, in the School Cleaning Service, in delivering cleaning services to ACT government schools and onsite delivery of services commenced from 10 April 2023.
- 

UNCLASSIFIED

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Signatory Name: David Matthews

Phone:

Action Officer: Robert Foote

Phone: 6207 6632

Attachments

Attachment	TRIM No	Title
Attachment A	REC23/75805	Procurement Plan - School Cleaning Products and Equipment Panel
Attachment B	REC23/75806	Procurement Approval – School Cleaning Products and Equipment Panel

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ACT
Government
Education

RECORD 5

Deep Dive School Cleaning 10 February 2025



- Background – establishing insourced school cleaning





Establishing insourced school cleaning

February 2020 – Cleaning Insourced
– 273 CSOs transitioned on one-of-a-kind management strategy

January 2022 - ACTPG requests support to conduct cleaning at ACT Government City Office Precinct



March 2020 - COVID19 pandemic
CSO head count increase to 563 to meet COVID cleaning requirements and support ACT Health

April 2022 – School Cleaning takes control of ACT Government City Office Cleaning under MOU with ACTPG

**Education Directorate**

To:	Minister for Education and Early Childhood	Tracking No.: FILE2025/25100
Date:	08/05/2025	
CC:	Nil	
From:	Director-General	
Subject:	Provision of cleaning services to Canberra Institute of Technology Woden Campus	
Critical Date:	15/05/2025	
Critical Reason:	To support high quality cleaning services of ACT Government facilities	

EGMPGC 8/5/2025
EGMFIG 8/5/2025

Recommendations

That you:



Yvette Berry MLA

...../...../.....

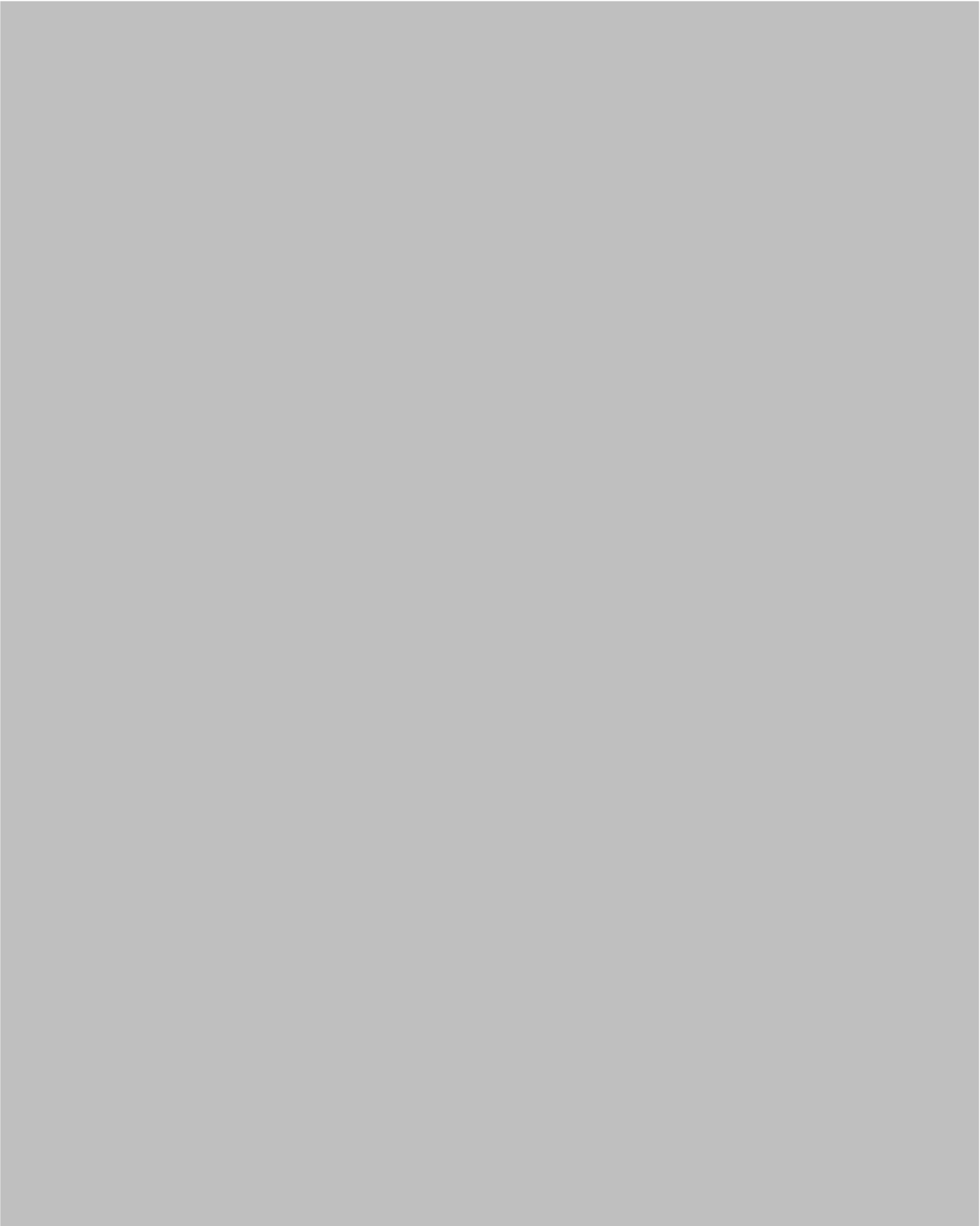
Minister's Office Feedback**Background**

1. Canberra Institute of Technology (CIT) are understood to have commercial cleaning contract arrangements in place at CIT campuses until December 2025.
2. Since early 2024, the School Cleaning Service (SCS) has been engaging with CIT to provide advice and support to assist them with investigating feasibility of insourcing cleaning services across CIT campuses in the ACT. This includes providing cost and budget information, operational management strategies, advice on SCS procurement approaches, considering service needs for CIT facilities, as well as workforce planning, that existing cleaners should be provided with ongoing employment through insourcing, and the approach SCS took to managing industrial matters. An update was provided to you on 30 April 2025 (FILE2025/24657).
3. CIT requested the Directorate provide cleaning services in 2024, however this was not able to occur at the time. SCS has continued to provide support in 2025.

Issues

Potential Education Directorate Service Delivery to CIT

9. The Directorate has given preliminary consideration to feasibility of providing CIT cleaning service provision in future, in anticipation a request could be made to the Directorate to deliver services given the Directorate's SCS achievements.
10. It is anticipated Education could provide expanded, insourced cleaning services to Woden CIT and other CIT campuses in future, this would be subject to dedicated funding and decisions of Government
11. Clarity on service timeframes would be required. Education understands service provision at Woden would be required from the beginning of June, to align with CIT administrative staff commencing work from the campus, and full provision of services from early July to align with students commencing.



Signatory Name: Vanessa Attridge

Action Officer: Tim Toogood



Trim No. REC/293666

Caveat Brief

To: Minister for Education and Early Childhood
Subject: CIT request for Education Directorate Insourced Cleaning Services to CIT
Date: 22 May 2025

Noted / Please Discuss

Yvette Berry

.....//

- Following your consideration of indicative School Cleaning Service (SCS) costings to provide insourced cleaning services at the new CIT Woden campus on 15 May 2025, Education Directorate provided the costings to CIT on 20 May 2025 (FILE2025/25100).
- On 22 May 2025, the CIT Executive Director of Strategic Finance and Transformation advised the Directorate that the CIT board had considered the costings and instructed CIT executive to formalise arrangements with the Directorate. CIT Board requested advice as to how quickly the Directorate could provide services at Woden CIT.
- CIT Executive Branch Manager, Campus Renewal advised the SCS:
 - January 2026 would be a suitable timeframe for services to commence;
 - Services should be provided by the Directorate to all CIT campuses in the ACT.

- The earliest safe and feasible commencement of services would provide positive, secure employment outcomes for cleaners, including potentially employing cleaners currently employed outside of Government to deliver services at CIT Reid and other campuses, and is more likely to meet expectations of industrial representatives.

Signatory Name: Vanessa Attridge
Title: Executive Group Manager, Finance & Infrastructure
Date: 23 May 2025

From: [Swincer, SharonM \(CIT\)](#)
To: [Shuttleworth, Kiel \(CIT\)](#); [Toogood, Tim](#); [Norris, Rikki \(CIT\)](#); [French, StephenC \(CIT\)](#); [Wilson, DavidJ](#); [Foote, Robert](#)
Subject: FW: Cleaning Taskforce Meeting Items Notes TOR Risks Timelines
Date: Tuesday, 10 June 2025 4:48:19 PM
Attachments: [image001.jpg](#)
[4 June 2025 CIT Education IC SLA Taskforce Meeting Notes.docx](#)
[CIT Education IC SLA Taskforce TOR June 2025.docx](#)
[CIT Cleaning Project Infographic Timeline June2025.pptx](#)
Importance: High

OFFICIAL: Sensitive

Dear Taskforce,

Apologies for slight delay in these. Here is a set of initial draft documents for discussion tomorrow. Note the timelines are draft and ready for your input and agreement towards progressing quickly.

With thanks

Sharon.

Sharon Swincer

Strategic Policy and Program Specialist

Facilities

Facilities Operations and Campus Renewal

Corporate Services

Email: sharonM.swincer@cit.edu.au

Address: CIT Reid, Room A102, 37 Constitution Avenue, Reid, Canberra | GPO 826, Canberra 2601

CRICOS No. 00001K | **RTO** 0101

Connect with CIT on: cit.edu.au | [Facebook](#) | [Instagram](#) | [Twitter](#) | [YouTube](#) | [LinkedIn](#)



In the spirit of reconciliation, we acknowledge that we are on Ngunnawal land.
Please consider the environment before printing this email.

Facilities Operations and Campus Renewal

CIT>Education Insourced Cleaning SLA Taskforce Initial Meeting Notes

1.



2. Meeting Notes

Meeting Title: CIT and Education Cleaning SLA Task Force – Kick-off Discussion

Date: 4 June 2025

Location: Teams

Next meeting: Place holder **Wednesday 12 June?**

Attendees:

- Kyle (CIT)
- Tim (Education)
- Sharon (CIT)
- Ricky (CIT)
- David Wilson
- Robert Foote

2.1 Background and Current Status

- CIT opted for Contractor Central to self-perform Woden cleaning for Day 1 operations due to uncertainty around Treasury decisions and delays in the formal insourcing process.
- A trained workforce has been engaged and necessary equipment leased for a six-month interim period (to December 2025).
- The arrangement is a risk-managed, temporary solution to ensure operational readiness.

2.2 Future Operating Model

- CIT wishes to collaborate with Education on a long-term operating model for all CIT Campuses.

2.3 Clarification Required

- Need alignment on:
 - Timeframe for Education's involvement (now vs. December/January)

2.4 Industrial Relations / Union Context

- Menzies (Reed) staff issue: Not CIT employees; CIT has no obligation but has provided CVs and transition support.

Overview Timeline of Events

Next

- July 2025: Classes commence at CIT Woden; Contractor Central engaged
- June–Dec 2025: Menzies Cleaning continues at all other CIT Campuses
- June–Dec 2025: Contractor Central interim cleaning arrangement at Woden

Later

- Jan 2026: Education Directorate to commence SLA Cleaning Service for all CIT campuses (proposed)

Past State

- Cleaning services contracted to external providers (e.g. Menzies).

- Existing cleaning services contract across all campuses set to expire December 2025.

Challenges Barriers

- Woden Campus not covered under existing Menzies procurement

Current State

Goal: Transitioned Cleaning services compliant and aligned with immediate and future CIT requirements and ACT Government policies

- Woden campus to commence classes in late July 2025
- Contractor Central engaged to deliver interim cleaning at Woden
- 11 cleaning staff onboarded: mix of day/night and 1 manager

Challenges Barriers

From: [Education DLO](#)
To: [Attridge, Vanessa](#)
Cc: [EDU, EGMFIG; Bailey, Anthony; Toogood, Tim; EDU EBMSFM; EDU, EGMFIG; Bailey, Anthony; Toogood, Tim; EDU EBMSFM](#)
Subject: FW: FOR ACTION : FILE2025/26053 : GOVERNMENT & STAKEHOLDER RELATIONS - Customer Service - MIN CORRO - MIN RESPONSE AND BACKGROUND INFORMATION - Legislative Assembly cleaning contract (Mark Parton MLA)
Date: Wednesday, 11 June 2025 8:17:38 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[Correspondence from Minister Berry.msg](#)

OFFICIAL

Hi Nessa,

Apologies – I’m very behind on filing letters. I checked and can confirm this one was sent out by the MO on 6 June.

I’ll pop a copy of it on TRIM now for records.

Many thanks,

Adrienne

Adrienne White | Directorate Liaison Officer, Ministerial and Corporate Reporting

Pronouns: She/her

[You can call me directly on MS Teams](#)

Phone: 71833 | Email: Adrienne.White@act.gov.au

MCR | Education Directorate | ACT Government

GPO Box 158 Canberra ACT 2601

www.education.act.gov.au | [Facebook](#) | [Twitter](#) | [Instagram](#)

My employer supports me working flexibly, so I may email you outside of normal office hours. I don’t expect you to read or respond outside of your normal work hours.





Yvette Berry MLA

Deputy Chief Minister

Minister for Education and Early Childhood

Minister for Homes and New Suburbs

Minister for Sport and Recreation

Member for Ginninderra

Mr Mark Parton

Speaker of the ACT Legislative Assembly

speaker@parliament.act.gov.au

Dear Mr Parton,

Thank you for your letter about exploring the potential for the School Cleaning Service at the Education Directorate to provide insourced cleaning services at the ACT Legislative Assembly.

I am proud of the high-quality cleaning services successfully provided in ACT public schools since 2020 and at the city office precinct (including 220 London Circuit, Nara and Allara buildings) since 2023, as well as the positive social and economic benefits insourcing has achieved.

I am happy to support your request and the School Cleaning Service has already reached out to engage with officers of the Legislative Assembly. The School Cleaning Service will assess the scope of services, potential staffing, industrial and workforce issues, equipment and consumable requirements, as well as indicative service costs. This will inform timeframes and feasibility of expanding insourced School Cleaning Services to the Legislative Assembly.

I note your advice that the existing contract cleaning arrangements at the Assembly cease very soon, in September 2025. Rapid work would be required to plan for and establish School Cleaning Services quickly, including recruitment to expand the workforce.

ACT Legislative Assembly London Circuit, GPO Box 1020, Canberra ACT 2601



+61 2 6205 0233



berry@act.gov.au



@YvetteSBerry



YvetteSBerry



Yvette_berry_mla

Thank you for contacting me regarding this opportunity. I look forward to working with you to explore this opportunity further.

Yours sincerely



Yvette Berry MLA
Minister for Education and Early Childhood (5 June 2025)

Copy to:

Ms Rachel Turner
Office of Legislative Assembly
Rachel.Turner@parliament.act.gov.au

Mr David Skinner
Office of Legislative Assembly
David.Skinner@parliament.act.gov.au

From: [Matthews, David](#)
To: [Shuttleworth, Kiel \(CIT\)](#); [Jordan, CraigS \(CIT\)](#)
Cc: [Attridge, Vanessa](#); [Bailey, Anthony](#); [EDU, EGMFIG](#); [EDU, EGMPGC](#); [Dunn, CarolynE \(CIT\)](#); [Norris, Rikki \(CIT\)](#); [Toogood, Tim](#)
Subject: RE: Timeline to establish insourced cleaning services at Woden CIT
Date: Tuesday, 17 June 2025 10:06:47 AM
Attachments: [image001.jpg](#)

OFFICIAL

Thanks Kiel, I'm happy to provide some further details.

An 8 week commencement period has been agreed between CIT and EDU from the week of 4 August, or sooner if possible. This will include the commencement of a public merit selection process as soon as next week after discussions are finalised with the UWU. EDU is responsible for this process.

To clarify, further discussions need to occur on the insourcing arrangements for your Bruce and Fyshwick campuses before EDU can commit to providing these services on your behalf. This includes all of the due diligence work outlined in this email trail and agreement to costings. EDU will be proposing a 'transmission of business' approach to the Bruce and Fyshwick insourcing which would allow existing staff to transition with the service. This will require further advice from CMTEDD and the GSO, but is the approach previously used to insource school cleaning. The timeframe to end of December is tight and we would need to formalise an agreed approach by around end of July to implement this before the end of the contract (including a decision of government and the CIT Board).

Thanks
 David Matthews
 Chief Operating Officer
 Executive Group Manager, People, Governance and Communications

From: Shuttleworth, Kiel (CIT)
Sent: Friday, 13 June 2025 5:21 PM
To: Jordan, CraigS (CIT) ; Matthews, David
Cc: Attridge, Vanessa ; Bailey, Anthony ; EDU, EGMFIG ; EDU, EGMPGC ; Dunn, CarolynE (CIT) ; Norris, Rikki (CIT)

From: Matthews, David <David.Matthews@act.gov.au>
Sent: Friday, 13 June 2025 4:09 PM
To: Jordan, CraigS (CIT) <CraigS.Jordan@cit.edu.au>
Cc: Attridge, Vanessa (ACTGOV) <VanessaS.Attridge@act.gov.au>; Bailey, Anthony (ACTGOV) <Anthony.Bailey@act.gov.au>; EDU, EGMFIG <EGMFIG@act.gov.au>; EDU, EGMPGC <EGMPGC@act.gov.au>
Subject: FW: Timeline to establish insourced cleaning services at Woden CIT

OFFICIAL

Craig,

I am following on from our discussion this week, and also after discussions with the UWU, EDU is willing to support insourced cleaning services at Woden CIT Education.

We are proposing to undertake a public Joint Selection Committee (JSC) merit selection process to fill permanent vacancies and establish an order of merit for other Education run cleaning services.

An indicative 12 week timeline has been identified for the full recruitment process. On the basis the project commences in the week of 16 June the establishment of insourced services would commence in the week of 1 September.

Education is identifying options to further condense this timeframe, with the aim of achieving a 8

week timeframe, which would be the week of 4 August or sooner if possible.



From: [Toogood, Tim](#)
To: [Foote, Robert](#)
Subject: FW: High Level Cleaning Scope
Date: Tuesday, 24 June 2025 4:17:39 PM
Attachments: [image001.png](#)
[image002.jpg](#)
[20250327_Cleaning_Profiles_and_Frequency.xlsx](#)
[image003.png](#)

OFFICIAL

FYI

Tim Toogood | Senior Director School Cleaning Service

Phone: 0410227090 | Email: tim.toogood@act.gov.au

School Cleaning Service | Schools Facilities Management Branch

Finance and Infrastructure Group | Education | ACT Government

Level 1, 255 Canberra Avenue

Fyshwick, ACT, 2609

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In the spirit of reconciliation, we acknowledge that we are on Ngunnawal land.
Please consider the environment before printing this email.

From: Norris, Rikki (CIT) <Rikki.Norris@cit.edu.au>

Sent: Thursday, 27 March 2025 1:01 PM

To: McHenry, Kate (CIT) <Kate.McHenry@cit.edu.au>; Swincer, SharonM (CIT) <SharonM.Swincer@cit.edu.au>; French, StephenC (CIT) <StephenC.French@cit.edu.au>; Pegg, Jason (CIT) <Jason.Pegg@cit.edu.au>

Subject: RE: High Level Cleaning Scope

OFFICIAL

Current Context of CIT's Cleaning Situation

- CIT is currently undergoing a transition in its cleaning services.
- The current cleaning contract with Menzies International does not include CIT Woden.
- The Menzies International contract for other CIT campuses is set to expire in December 2025.

**Education Directorate**

To:	Minister for Education and Early Childhood	Tracking No.: FOL25/3991
Date:	13/06/2025	
CC:	Nil	
From:	Director-General	
Subject:	School Cleaning Service support for CIT insourcing of cleaning services	
Critical Date:	24/06/2025	
Critical Reason:	To meet the operational needs of the CIT Woden Campus	

- EGM 3/6/2025
- EBM 13/6/2025

Recommendations

That you:

1. Note advice regarding Education Directorate School Cleaning Service efforts to support insourcing of cleaning services to CIT.

Noted / Please Discuss

2. Note the Education Directorate will provide insourced cleaning services to CIT, initially to CIT Woden, on a full cost recovery basis.

Agreed / Not Agreed / Please Discuss

Yvette Berry MLA

... .. /

Minister's Office Feedback

Background

1. The School Cleaning Service (SCS) has been successfully providing high quality cleaning services to ACT public schools since 2020 and at the city office precinct in 2023.
2. The SCS is the first major insourcing activity, successfully implemented by the ACT Government, in line with the ACT Government Insourcing Framework.

Issues

3. Due to successful insourcing and continued delivery of quality services by the SCS, other areas of ACT Government have sought Directorate support and advice on insourcing matters including implementation, cost, workforce, industrial impacts and work health safety. Recent requests include:
 - a. CIT: on 22 May 2025, CIT requested the Directorate provide cleaning services to CIT, starting at Woden, based on the indicative cost and scope developed by the Directorate;
 - b. ACT Legislative Assembly: a request from the Speaker in May 2025, assessment of scope/costs is underway. Cleaning services are required from August 2025;
 - c. JACS for cleaning of the Alexander Maconochie Centre; and
 - d. TCCS.

Insourced Cleaning at Woden CIT by SCS – Immediate Priority

- 
8. While the immediate priority is the Woden Campus, expanded services to other CIT campuses will be required by or before December 2025.
- 

Benefits/Sensitivities

25. CIT have engaged labour hire staff via Contractor Central to provide cleaning services at CIT Woden. To ensure continuity of service and management of any potential industrial concerns arising from the transition, the SCS is considering impacts to those staff as a result of the insourcing process.
26. The Directorate has low visibility of CIT's consultation with the UWU on cleaning services for CIT sites, however consider it as minimal due to up to 17 cleaners currently employed by Menzies at the CIT Reid Campus advised their employment would cease at the end of the Reid contract. SCS is investigating potential opportunities to support continuity of employment for these staff.
- 

OFFICIAL

Signatory Name: Vanessa Attridge

David Matthews

Action Officer: Anthony Bailey, Executive Branch
Manager, School Facilities
Management

Attachment	File Name	Trim
Attachment A	Insourced cleaning at CIT Woden Implementation Plan	REC25/303129

From: [Lu, Lingyan](#) on behalf of [EDU, EGMFIG](#)
To: [Attridge, Vanessa](#); [Bailey, Anthony](#); [Toogood, Tim](#)
Cc: [EDU, EGMFIG](#); [EDU EBMSFM](#)
Subject: FW: FOR INFO: Letter from the Speaker - Education Cleaning Quote
Date: Tuesday, 1 July 2025 4:41:00 PM
Attachments: [Speaker's Letter to Minister for Education - Re Cleaning Quote provided.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

OFFICIAL

Hi all,
FYI – a letter from the Speaker regarding Cleaning Services at the Legislative Assembly.
Regards,
Lingyan

From: Education DLO
Sent: Tuesday, 1 July 2025 3:32 PM
To: EDU, Director-General Office ; EDU, EGMFIG ; EDU, EGMPGC
Subject: FOR INFO: Letter from the Speaker - Education Cleaning Quote

OFFICIAL

Hi team,
For early line of sight, please find attached corro from the Speaker.
Many thanks,

Adrienne

Adrienne White | Directorate Liaison Officer, Ministerial and Corporate Reporting

Pronouns: She/her

You can call me directly on MS Teams

Phone: 71833 | Email: Adrienne.White@act.gov.au

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From: BERRY <BERRY@act.gov.au>
Sent: Tuesday, 1 July 2025 3:30 PM
To: Whitty, Anna <Anna.Whitty@act.gov.au>
Cc: Education DLO <EDUDLO@act.gov.au>
Subject: FW: Letter from the Speaker - Education Cleaning Quote
For your appropriate action, I think?

Eddie

Office of Yvette Berry MLA | Member for Ginninderra

Deputy Chief Minister

Minister for Education and Early Childhood

Minister for Homes and New Suburbs

Minister for Sport and Recreation

Phone: +61 2 6205 0233 | Email: berry@act.gov.au

[Facebook](#) | [Twitter](#) | www.yvetteberry.com.au

From: Speaker <Speaker@parliament.act.gov.au>

Sent: Tuesday, 1 July 2025 12:55 PM
To: BERRY <BERRY@act.gov.au>
Cc: BARR <BARR@act.gov.au>; STEEL <STEEL@act.gov.au>; Turner, Rachel <Rachel.Turner@parliament.act.gov.au>
Subject: Letter from the Speaker - Education Cleaning Quote
OFFICIAL

Dear Minister Berry,
Please find attached a letter from the Speaker regarding the recent correspondence with the quote for the Education Directorate to provide cleaning to the ACT Legislative Assembly.
Any questions, please do not hesitate to contact.
Kind Regards,

Elyse Heslehurst
Chief of Staff | Office of the Speaker
Mark Parton MLA
Your Local Member for Brindabella
ACT Legislative Assembly



02 6205 0099
GPO Box 1020 Canberra ACT 2601





Speaker

Ms Yvette Berry MLA
Minister for Education and Childhood Development
Legislative Assembly for the ACT

CC: Mr Andrew Barr MLA
Chief Minister
Legislative Assembly for the ACT

Mr Chris Steel MLA
Treasurer
Legislative Assembly for the ACT

Dear Ms Berry

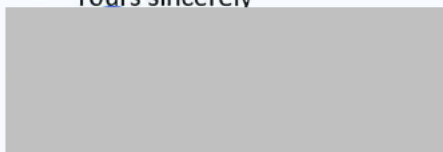
Provision of cleaning services at the Legislative Assembly

Thank you for your letter of 5 July 2025 confirming your support for the School Cleaning Service within the Education Directorate to provide insourced cleaning services for the Assembly Building.

The Office's 2023–24 Annual Report notes that the current contract with DIMEO Cleaning Services for cleaning the Assembly precinct

I welcome any further engagement on this matter and look forward to your response.

Yours sincerely



Mark Parton MA
Speaker of the Legislative Assembly

18 July 2025

From: [Lu, Lingyan](#) on behalf of [EDU, EGMFIG](#)
To: [Attridge, Vanessa](#)
Cc: [EDU, EGMFIG](#)
Subject: FOR INFO: EGM APPROVED: AMENDMENTS MADE: SUB25/22568: Min response - Speaker"s follow up corro
re insourced cleaning to LA
Date: Wednesday, 9 July 2025 1:04:09 PM
Attachments: [image001.png](#)
[MIN CORRO - MIN RESPONSE - Speaker s follow-up corro regarding insourced cleaning quote \(Mark Parton
MLA\).tr5](#)

OFFICIAL

Hi Nessa,
FYI. PGCO has progressed the final version to MCR.
Regards,
Lingyan





9 July 2025

ACT Education Directorate School Cleaning Service**Additional information regarding cleaning services to the ACT Legislative Assembly**

The Education Directorate School Cleaning Service (SCS) is committed to working with the Office of the ACT Legislative Assembly to further understand Assembly cleaning service needs and to develop a potential service offer.



Resourcing to Support Service Establishment



The current timeline for service commencement is by no later than 1 September 2025, 





Outlook

RLA discontinued - Proposed School Cleaning in Legislative Assembly

From Pierce, Laura <Laura.Pierce@act.gov.au>

Date Mon 2025-07-28 14:46

To Toogood, Tim <Tim.Toogood@act.gov.au>

Cc Bailey, Anthony <Anthony.Bailey@act.gov.au>; EDU Legal Liaison <EDULegalLiaison@act.gov.au>

 2 attachments (725 KB)

2025.07.08 - RLA - School Cleaning Service in Legislative Assembly.pdf; Attachment A - MOU-Education-ACTPG Civic Precinct Cleaning Annex A-300323.pdf;

OFFICIAL: Sensitive - Legal Privilege

Dear Tim

RE: RLA - Proposed School Cleaning in Legislative Assembly – RLA discontinued for time being

Thank you for your time in discussing this RLA matter. As discussed, ACT Government Solicitor (**ACTGS**) have declined to accept the RLA at this time and sent it back for re-working, if it is to be pursued in future.

ACTGS have sked that the RLA be a joint advice between the Education Directorate and the Office of the Legislative Assembly due to the common interest. Further edits to the RLA would be required as well to narrow the scope of issues being requested.

You have advised that the Office of the Legislative Assembly has stepped away from pursuing services from the School Cleaning Service for the time being so this RLA is no longer required. However, should circumstances change and this RLA is needed – please reach out as I can assist quickly with making necessary changes to the draft for your and the Office of Legislative Assembly's consideration.

Kind regards

Laura Pierce | A/g Principal Solicitor (Education)

Phone: 02 620 54937 | Fax: 02 620 70650 | Email: Laura.Pierce@act.gov.au

ACT Government Solicitor | Justice & Community Safety | ACT Government



Caveat Brief

To: Minister for Education and Early Childhood

From: Executive Group Manager People, Governance and Communications

Subject: Insourcing of School Playground and Climbing Wall Inspections and Maintenance in Schools

Cleared By: Executive Group Manager People, Governance and Communications

Does this deal with a Child Safety issues or concern? ☐ No

1. The Centralised Building Services Taskforce (the Taskforce) is leading the implementation of centralised building services in schools, for the Education Directorate.

4. School Facilities Management (SFM) is funded to undertake public school playground and climbing wall inspections, which is currently coordinated and undertaken by Places and Spaces on behalf of the Education Directorate. This current method involves several stakeholders and the coordination of external contractors
5. A light project plan has been approved by the Executive Group Manager, People, Governance and Communications, for a change in the delivery method of this service from external contractors to an insourced model to be managed by the Taskforce.
6. This change will result in improved compliance outcomes and management of all inspection and maintenance activities related to school playground equipment as well as improved communication with the schools and cost savings for the Directorate.
7. In preparation for the launch of this program in January 2026, the Taskforce is developing systems and procedures to support the program and will be recruiting, equipping and training suitable staff to undertake these roles by December 2025.



Caveat Brief



Yvette Berry MLA



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Action Officer: Matthew Colman
Date: 27 August 2025